Board of Trustees Study Session and Meeting

Monday, January 9, 2023
4 p.m. to 6 p.m.
W305 Board Room
Also available on Teams

Study Session

- Legislative Update: Dr. Amy Morrison
- EDI Plan Update: Robert Britten
- Institutional Grants Update: Cathy Copeland
- Introduction of Transforming Lives Awardee LuLu Yao: Dr. Ruby Hayden

Board of Trustees Meeting

- Land Acknowledgment: Laura Wildfong
  
  We acknowledge that the LWTech campus is on the traditional land of the first people of Seattle, past and present, and we honor with gratitude the land itself, and the Coast Salish, Stillaguamish, Snoqualmie, Muckleshoot and Duwamish tribes. We acknowledge these tribes by showing respect and take an intentional step toward correcting the stories and practices that erase Indigenous people’s history and culture, and toward inviting and honoring the truth.

- Roll Call: Laura Wildfong
- Consent Calendar: Laura Wildfong
  - Approval of Agenda
  - Minutes, December 12, 2022

General Discussion

- Public Comments: Individuals may sign in for public comment, limited to 3 minutes each
  - Laura Wildfong

- Introduction of New Employees: Dr. Amy Morrison

\(^1\)Public comment is limited to matters which are not of a quasi-judicial nature. No more than six speakers may address the Board on any one subject. If there are both proponents and opponents of a matter who wish to speak, only the first three persons speaking in favor of the matter and the first three persons speaking in opposition of the matter may address the Board.
**Reports to the Board**

Associated Student Government  
Federation of Teachers  
President  
Board Chair Update  
Trustees Activities Update  
Foundation Liaison Update  
Financial Summary  
Administration  

**ASG Representatives**  
Jason Sobottka  
Rebecca Talbot-Bluechel  
Dr. Amy Morrison  
Laura Wildfong  
Trustees  
Bob Malte  
Bruce Riveland  
Executive Cabinet  

**Action Items**

**Item 1129:** Anti-Hazing policy update to Student Conduct Code  
*Second Read*  
Dr. Ruby Hayden  

**Item 1130, Resolution 136:** Transforming Lives Recognition and Presentation  
Laura Wildfong  

**Item 1131:** Parking Space Rental  
Bruce Riveland  

**Executive Session**

The Board of Trustees may convene to an Executive Session to discuss matters covered under RCW 42.30.110, which may include:

1. To evaluate the performance of a public employee(s)
2. To discuss with legal counsel representing the agency litigation matters
3. To discuss and consider real estate acquisition
4. To plan or adopt the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or review the proposals made in the negotiations or proceedings while in progress.

Action from the Executive Session may be taken in Regular Session, if necessary, as a result of items discussed in the Executive Session.

**Adjournment**
December 12, 2022 Board of Trustees Meeting  
12 p.m. to 2 p.m.  
Hybrid Meeting

The board meeting study session began at 12:18 p.m.

Foundation Executive Director Sorensen reported regarding the 2022 Bright Futures Benefit WEEK. Thanks to many amazing donors, the Foundation raised over $400,000 for student scholarships and program support.

Vice President Hayden reported regarding progress on the new Early Learning Center. Vice President Hayden shared photos of the current design, talked through the current funding process and shared current estimates for construction timing.

Chair Wildfong called the Board Meeting to order at 1:00 p.m. Chair Wildfong opened the Board Meeting by reading the LWTech Land Acknowledgement.

The consent agenda was approved.

Roll Call  
Board of Trustees:
Anne Hamilton  Laura Wildfong (Chair)  Bob Malte  
John Suk  Randy Scott  John Clark

LWTech Faculty, Staff, Students, and Community Members:
Dr. Amy Morrison  Meena Park  Sally Heilstedt  
Tuân Đặng  Elsa Gossett  Noa Joseph-Laleh  
Cathy Copeland  Robert Britten  Katie Stewart  
Chris McLain  Dr. Aparna Sen  Sarah Chandler  
Bruce Riveland  Mike Potter  Lauren Cline  
Elisabeth Sorensen  Rebecca Talbot-Bluechel  Vicki Chew  
Dr. Sheila Walton

ASG President Noa Joseph-Laleh provided an in-person summary of ASG activities in November and planned events throughout Winter Quarter (see attached).
President Morrison shared:
- In February, our next BAS degree in Art Illustration will be on the way to the SBCTC for approval
- During the recent power outage, the college was able to leverage new IT investments to keep Canvas up and running
- We are gearing up for the Legislative Session and preparing for in-person legislative visits
- President Morrison had a chance to speak with Governor Inslee about COLAs and compensation
- Thank you to the Board for your support of the Bright Futures Benefit Week!
- Several new events on campus, including the opening of the Wellness Center and the Grilled Cheese and Soup event
- President Morrison had a chance to touch base with Kirkland City Manager Kurt Triplett to discuss safety improvements to the 132nd crosswalk
- Bruce Riveland and President Morrison are serving on the exploratory Parks Funding committee for the city of Kirkland
- The first week back next year will be non-instructional days
- The college will be closed to the public between Christmas and New Year’s Day

Chair Update: Chair Wildfong reminded folks that Tuesday is an ACT Trustee Tuesday educational event.

Trustee Updates: There were no additional Foundation Updates.

Foundation Update: Trustee Malte ceded his update to Executive Director Sorensen to provide an update on the Bright Futures Benefit WEEK. Executive Director Sorensen announced that we met the match both for the Bright Futures Scholarships and for the Student Emergency Services Grant, with many thanks to the Trustees for their matching grant.

Financial Update: Vice President Riveland shared that the October financial reports were uneventful. Enrollments are up 1.4%; revenue has exceeded expenditures. The college fund balance is just over 15% at seven million.

AFT Co-President Rebecca Talbot-Bluechel gave a report on AFT activities. They are busily preparing for bargaining and the legislative session. AFT and college legislative goals are aligned. AFT members attended the Interest-Based Bargaining training session this month. Next month the board hopes to hold an informational event for faculty to increase participation and membership.

Chair Wildfong requested information on the college’s support of student housing needs. Vice President Hayden provided an overview of the emergency grant process that connects with a new coordinator that liaises with community resources around housing and other assistance.
Action Items:
Item 1129: Anti-Hazing Policy Update
First Read.

Chair Wildfong adjourned the meeting at 1:56 p.m.

Respectfully submitted,

Elsa Gossett
Executive Assistant to the President
Dr. MLK Jr. Book Donation Drive.

Julie Ta, a coordinator of student life has been collaborating with the Northwest African American Museum to collect PreK-12 books donated from our LWTech community and to donate to local youths on MLK Day, 1/16. To bring awareness to the donation, starting November 14th, the Office of Student Life has been tabling a donation booth in the East Mall. LionsCREW with the support of the ASG are planning to table the booth every day until the last day of the quarter to answer any questions that students might have about the campaign. Book and monetary donations have already begun to trickle in and there has been a lot of student engagement and interest in the campaign.

Supporting the Wellness Center.

The Wellness Center has officially opened for student use on November 14th. Students are now free to utilize the many resources and the gym within the wellness center. OSL has been supporting Cody Crosbie, LWTech’s Wellness Coordinator, by checking students into the Wellness center when he is unavailable. The ASG team is extremely happy to support the Wellness Center until there are enough front desk representatives to check in students.

Assigning students to Tenure.

ASG is continuing to search for student representatives to join every single tenure committee. We have currently assigned students to all of the second- and third-year tenure committees and are well into finding representatives for the rest of the tenure committees. Unfortunately, finding students who are available at the same time as faculty has been slightly difficult so far, but as more students join the OSL team, it should get easier to find students to join the last few tenure committees. Most of the students have already been to their first meeting and even completed student evaluations for the teachers they are representing.

Presidential Forum.

On November 15th, the ASG President, Noa Joseph-Laleh, and the ASG Vice-President, Jack Phu, interviewed Dr. Amy Morrison about fall quarter updates, winter quarter plans, and school resources available for all students. Additionally, ASG asked about

Dr. Morrison’s experience since school has become more hybrid after COVID-19. The interview was recorded and will be edited and put up on ASG’s Soundcloud podcast as soon as possible.

Veterans Day Luncheon.

On November 10th, the OSL team celebrated and honored all its veteran students, faculty, and staff members by providing a free lunch made by the talented culinary students. Robert Britten was the guest speaker and offered a supportive tribute to our veteran students.

Hiring.

The ASG team is still in the process of looking for a new PR and finance officer and have opened applications and will start interviews as soon as possible. Posters with links to the application have been posted all over the school and an email blast about the open positions has been sent. Several students have already shown interest in the positions and they have already been contacted as to speed up the hiring process.

Upcoming Student Programs Winter Events:

Jan 9 - Welcome Back Booth
Jan 9 - College Agency - Bath Bomb
Jan 11 - MLK Event / KIP Book Donation
Jan 17 - ASG Day - Club Day
Jan 18 - Brew & Convo- Goal Setting
Jan 18 - ASG Day - DEN
Jan 23 - Lunar New Year
Attached are the following financial reports:

1. Statement of Revenue and Expenditures by Fund Source
2. Statement of Revenue and Expenditures and Fund Balance

Summary Report:

- The College is five months into the fiscal year (41%). As we near the midpoint of the fiscal year, we remain cautiously optimistic regarding the financial outlook for the year. Enrollments for Fall Quarter ended down 1.8% from the prior year and 6% below allocation targets. Tuition revenues for Summer and Fall Quarters are at the same level as last year which reflects the enrollment decline offset by the tuition increase of 2.2%. At this time, given the enrollment trends, the budget outlook remains neutral moving forward as we now will monitor enrollments for Winter Quarter.

- For year to date, revenues total approximately $18 million, up 6% from the prior year during which the college was in remote operations. This is primarily due to grant activity and grant revenues. Expenditures total approximately $17.8 million and are down 1.7% from the prior year. This reflects lower financial aid and program fee expenditures as compared to last year.

- For all funds, expenditures exceed revenues by approximately $260,501. For the general and self-supporting funds, revenues exceed expenditures by approximately $1.0 million.

- As of November 30, the College has a total fund balance for all funds of approximately $10 million. As of November 30, the general operating reserve totals approximately $7.2 million, or approximately 16%.
**LAKE WASHINGTON INSTITUTE OF TECHNOLOGY**  
Statement of Revenue and Expenditures by Fund Source  
Thru month ended November 30th, 2022  
FY2022-23

### REVENUES

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Budget</th>
<th>Revenue to Date</th>
<th>Balance</th>
<th>% Received</th>
<th>$</th>
<th>%</th>
<th>11/30/2021</th>
<th>Difference</th>
<th>$</th>
<th>Change</th>
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<tbody>
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<td>001</td>
<td>State Allocations</td>
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<td>8,327,861</td>
<td>572,985</td>
<td>6.88%</td>
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<td>Tuition</td>
<td>9,052,712</td>
<td>3,327,742</td>
<td>5,724,970</td>
<td>36.76%</td>
<td>2,898,697</td>
<td>429,045</td>
<td>14.80%</td>
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<td>149</td>
<td>Other/Investment</td>
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<td>2,885,472</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>148</td>
<td>Local Dedicated Funds</td>
<td>2,885,472</td>
<td>1,596,296</td>
<td>2,959,034</td>
<td>35.06%</td>
<td>1,429,670</td>
<td>168,628</td>
<td>11.79%</td>
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<tr>
<td>145/146</td>
<td>Grants &amp; Contracts</td>
<td>4,556,232</td>
<td>2,471,218</td>
<td>2,086,074</td>
<td>54.22%</td>
<td>976,670</td>
<td>1,494,588</td>
<td>153.03%</td>
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<td>522</td>
<td>Student Activities</td>
<td>1,517,217</td>
<td>586,856</td>
<td>930,561</td>
<td>38.67%</td>
<td>450,573</td>
<td>136,083</td>
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<td>Bookstore</td>
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<td>528</td>
<td>Facilities/Safety</td>
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<td>112,596</td>
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<td>0</td>
<td>0.00%</td>
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<td>0</td>
<td>0.00%</td>
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<td>570</td>
<td>Enterprise Activities</td>
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<td>43,637</td>
<td>541,363</td>
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<td>165,189</td>
<td>(121,552)</td>
<td>-73.59%</td>
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<td>Subtotal</td>
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<td>16,782,993</td>
<td>1,190,010</td>
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<td>20,000</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
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<td>15,502</td>
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<td>49,309</td>
<td>(49,309)</td>
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<td>189,326</td>
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<td>24.00%</td>
<td>203,500</td>
<td>(138,689)</td>
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<td>Total Revenues</td>
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<td>16,986,493</td>
<td>1,051,321</td>
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### EXPENDITURES

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<th>Fund</th>
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<th>Expended to Date</th>
<th>Balance</th>
<th>% Expended</th>
<th>$</th>
<th>$</th>
<th>%</th>
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<td>General Operating</td>
<td>39,629,580</td>
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<td>1,348,260</td>
<td>(279,317)</td>
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<td>145/146</td>
<td>Grants &amp; Contracts</td>
<td>3,818,605</td>
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<td>74.98%</td>
<td>1,791,237</td>
<td>1,071,983</td>
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<td>Student Activities</td>
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<td>(19,297)</td>
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<td>70,989</td>
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<td>Total Expenditures</td>
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<td>Expenditure 11/30/2022</td>
<td>Balance 11/30/2021</td>
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<td>Operating Funds</td>
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<td>001 State Allocations</td>
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<td>8,900,819</td>
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<td>149 Tuition</td>
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<td>4,108,323</td>
<td>2,850,087</td>
<td>934,169</td>
<td>(497,827)</td>
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<td>(323,992)</td>
<td>4,108,323</td>
<td>2,850,087</td>
<td>934,244</td>
<td>(497,827)</td>
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<td>1,764,455</td>
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<td>338</td>
<td>338</td>
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<tr>
<td>570 Enterprise Activities</td>
<td>102,008</td>
<td>43,637</td>
<td>228,081</td>
<td>(82,436)</td>
<td>(527,117)</td>
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<td>846,49,50,60 Financial Aid</td>
<td>1,407,045</td>
<td>585,137</td>
<td>1,125,398</td>
<td>866,784</td>
<td>632,561</td>
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<td>Total Operating</td>
<td>8,709,810</td>
<td>9,852,765</td>
<td>8,825,426</td>
<td>9,737,150</td>
<td>9,712,385</td>
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<td>440 Central Stores</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>1,815</td>
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<tr>
<td>448 Printing/Copying</td>
<td>227,373</td>
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<td>45,220</td>
<td>197,655</td>
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<td>840 Agency</td>
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<td>49,309</td>
<td>5,849</td>
<td>71,085</td>
<td>199,333</td>
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<tr>
<td>Subtotal</td>
<td>254,998</td>
<td>64,811</td>
<td>51,069</td>
<td>268,740</td>
<td>487,237</td>
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<tr>
<td>Total All Operating Funds</td>
<td>8,964,808</td>
<td>18,818,395</td>
<td>17,777,313</td>
<td>10,005,890</td>
<td>10,199,622</td>
<td></td>
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<tr>
<td>Total All Operating Funds</td>
<td>8,964,808</td>
<td>18,818,395</td>
<td>17,777,313</td>
<td>10,005,890</td>
<td>10,199,622</td>
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<tr>
<td>Total All Funds</td>
<td>8,964,808</td>
<td>18,818,395</td>
<td>17,777,313</td>
<td>10,005,890</td>
<td>10,199,622</td>
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</tr>
</tbody>
</table>

| General Operating Reserve | 5,683,728 | 7,219,759 | 7,603,273 |
| % of Operating Budget as of 11/30/2022 | 15.94% | 21.28% |
| Target | 8,792,057 | 15% |
Executive Cabinet Report to Board of Trustees

Board Meeting Date: January 2023  
Submitted by: Robert Britten  
Department: Equity, Diversity, and Inclusion

Board Goal 1: Provide strong leadership and direction for the College.

☑ Evaluate implementation of the College’s Mission Fulfillment Plan  
Executive Director Britten, EDI Coordinators Brian Ramos held the first community discussion Lions@Lunch to foster dialogue and community between staff and faculty.

Executive Director Britten and EDI Coordinator Brian Ramos participated in New Student Orientation.

College Affinity groups have launched, and we have many groups that have formed to represent the various communities in our midst.

Board Goal 3: Build community connections for the College.

☑ College Outreach Activities  
Executive Director Britten, and VPI Tuan Dang met with Tony Benjamin to discuss the college’s connection to the community and strategic alliances.

The Office of EDI welcomed back to the college Gerry Ebalaroza-Tunnell, Ph.D. and Jeremy Tunnell to continue their equity centered series on Healing the Colonized Mind.

Executive Director Britten & EDI Coordinator Brian Ramos scheduled initial meeting with Snoqualmie Tribal Leader to meet each other and talk about our goal & mission and how we could build a long-lasting relationship with results for students and the larger community.

Executive Director Britten and EDI Coordinator Brian Ramos Collaborated with our Foundation and an Indigenous Educator/Artist to provide Orange Shirts for the college to honor Orange Shirt Day in recognition of Indigenous survivors of Mission/Industrial Schools.

☑ Key conferences and events  
Executive Director Britten attended the Governor’s Annual NW Equity Summit.
• **Actively participate and engage in community activities**
  Executive Director Britten actively serves on the WA Community and Technical College American Indian Indigenous Studies Advisory Board. He serves on the Equity and Diversity Officers Commission (DEOC) as well as task force activities with Formerly Justice Involved Students and Higher Ed in Prisons.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: January 9, 2023
Submitted by: Elisabeth Sorensen
Department: Foundation

Board Goal 1: Provide strong leadership and direction for the College.

☒ Evaluate and approve policies that support anti-racism, equity, diversity, and inclusion in both the learning and workplace environments

The Foundation provided $3,900 to fund lunches for faculty and staff at LWTech’s Winter Quarter In-Service on Wednesday, January 4.

The Foundation was pleased to provide funding to support the LWTech RISE Center’s Martin Luther King Day of Service Book Drive.

The Foundation has pledged to provide $1,000 annually to assist with LWTech’s Office of Equity, Diversity and Inclusion programming.

☒ Evaluate and approve policies that support diverse faculty and staff recruitment, development and retention

The Foundation is pleased to support LWTech’s LEADS by funding snacks and refreshments for the 2022 – 2023 year.

The Foundation funded prizes for the LWTech Employee Appreciation Crock Pot Cookoff held on November 30.

☒ Support the college in the implementation of LionsLink

The Foundation has pledged to provide $1,000 in annual funding to support continued CTC link morale activities.

Board Goal 2: Evaluate and support resource development initiatives.

☒ Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support

UPDATE: To date and with great thanks for your incredible support, the 2022 Bright Futures Benefit WEEK has raised over $420,000 for student scholarships, instructional program
support and the student emergency fund. This is an increase of $38,000 over our 2021 campaign.

Applications are open for Spring 2023 Scholarships! The Foundation plans to award over $250,000 in scholarships to hardworking, highly motivated students during this scholarship cycle.

- Support college efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development

The Foundation secured a gift of $10,000 from The Bradley Family Foundation for 1:1 tutoring for student with disabilities.

Board Goal 3: Build community connections for the College.

- College Outreach Activities

The Foundation celebrated the board service of three outgoing (fulfilling two three-year terms) Foundation Board Members:

- John Feistner (Wells Fargo)
- Clara Hollin (Lincoln Financial Advisors)
- Brenda Nunes (Keller Williams - Brenda Nunes Realty)
Executive Cabinet Report to Board of Trustees

Board Meeting Date: January 9, 2023  
Submitted by: Leslie Shattuck  
Department: Marketing and Communications

Below is a summary of ongoing projects as they align with trustee goals and strategies for the 2022-2023 academic year. Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Board Goal 3: Build community connections for the College.

☒ College Outreach Activities

The Marketing and Communications team spent December supporting several departments across the college. The following is an update of the top-level projects they worked on. At the time of this report, there are currently 54 active projects in the department.

Public Relations:

The team continued their work to engage local, regional and national reporters/writers to elevate awareness of the college.

Media Coverage:

Snow Coverage: Various media channels

Potential Stories: Seattle Times Funeral Service Education program, TBD

Social Media

The team conducted social media outreach which included posts on Instagram, Facebook, Twitter, and LinkedIn. Social media engagement continues to perform well. Social media outreach over the past month promoted Winter quarter open enrollment, Dental Assistant Certificate, Funeral Service Education, weather closures and delays, Engineering, Mechanical Design, Baking Arts, The Guided Pathways IDEAL Fellowship, Computer Security and Network Technology, and BAS in Human Resource Management.
Other Departmental Activities/Highlights

*Equity, Diversity, and Inclusion Work*
The team continued its work to promote equity, diversity and inclusion at the college, and the work to dismantle systemic racism at the college. Members of the team are on the Bias Response Team, the Equity, Diversity and Inclusion Council, and the Digital Accessibility Committee.

*Advertising Campaign*
The team worked on the Winter ad campaign. Ads are running on Digital Search, Digital Display (banner ads), Facebook and Instagram, and YouTube. The Winter open enrollment campaign runs through the first day of Winter quarter.

*Website*
The team worked on several updates and communications, including several program and department pages. The team also began its accessibility remediation project, in partnership with the Department of Education's, Department of Social Justice.

*LionsLink Powered by ctcLink*
The team continued its work to support the LionsLink project management team. The team created and worked on continuing college communications.

*Video Projects*
The team is working on several video projects that support the Outreach team, Student Services and Instructional programs. The team also began planning a series of videos that support our Running Start program.

*Digisign Updates*
The team continued to update on-campus digisign monitors, including making sure they are viewable on the website.

*Programs and Department Support*
The team worked on several marketing projects for various departments throughout the college.

*Student and Staff Stories*
The team continued to identify and interview students, faculty, and alumni for a variety of outreach purposes, including PR outreach, printed and online materials.

*Student Services Support*
The team worked on several projects to support various departments within Student Services.

*Instruction Support*
The team worked on several projects to support the Office of Instruction.

*President’s Office Support*
The team provided communications support to the President’s office.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: January 9, 2023  
Submitted by: Elsa Gossett  
Department: Planning and Operations, Office of the President

Board Goal 1: Provide strong leadership and direction for the College.

☒ Evaluate and approve policies that support anti-racism, equity, diversity, and inclusion in both the learning and workplace environments  
As the Executive Cabinet liaison, Elsa is preparing for the first post-COVID meeting of College Council, which will take place in late January with a revamped organizational structure. College Council operates as part of the college’s shared governance process and reviews new and revised policies and committee work, as well as providing feedback to college administration about campus priorities and emergent issues.

Other Departmental Activities/Highlights

The President’s Office, in concert with the Foundation and the Marketing and Communications department, has also hired a new Administrative Assistant to support the work of these offices. Elisa Fitzpatrick joined the college on December 19th and has already made a measurable contribution taking on administrative tasks and supporting the all-college InService activities the first week of January.

As you may notice while you’re on campus on the 9th, the Board room, President’s conference room, and the administrative offices have new carpeting! Knowing that the carpet installation was imminent, the administrative offices took the opportunity to work on a massive organizational project, which has included initiating the Washington State Archival process for college records that are more than 6 years old. Elsa anticipates sending more than seven boxes of Board records from as early as the 1990s into permanent archival storage in Olympia. Sending archival records to Olympia both eases opportunities for access to these records to the public and reduces potential work and risk for the college and the college’s Public Records Officer.
Executive Cabinet Report to Board of Trustees

Board Meeting Date: January 9, 2023
Submitted by: Cathy Copeland
Department: Research & Grants

Below is a summary of ongoing projects as they align with trustee goals and strategies. Focus will vary from month to month over the course of the year. “Other Departmental Activities/Highlights” at the end of the report includes additional project information.

Board Goal 1: Provide strong leadership and direction for the College.

☒ Evaluate implementation of the College’s Mission Fulfillment Plan
   The team continues to support mission fulfillment and is excited to support the new Accreditation Liaison Officer (ALO). Collaborations to date include working closely with the ALO to develop new dashboards to ensure compliance with accreditation requirements. Data related to accreditation is now available at www.lwtech.edu/data. Projects for 2023 include: updates to the mission fulfillment data points, collaboration to expand LWTech’s peer institution comparison groups, and supporting department-level plans.

☒ With the president, annually develop performance goals and evaluate the president’s progress towards the identified goals and the development and implementation of college initiatives
   The team supports the president’s goals through survey and assessment work such as administering the annual Employee Satisfaction Survey.

☒ Evaluate and approve policies that support anti-racism, equity, diversity, and inclusion in both the learning and workplace environments
   The team supported the launch of a Diversity, Equity, and Inclusion survey in May 2021; the team also set monthly meetings with the Office of EDI to ensure collaborative work moving forward. The team will also assist in ensuring compliance with the Senate Bills passed by the legislature and serves on the Equity, Diversity and Inclusion Council.

☒ Evaluate and approve policies that encourage workforce development, and provide pathways, from basic skills to baccalaureate programs, for students to achieve their goals
   Support of student achievement and workforce development is largely summarized under Goal 2: Evaluate and support resource development initiatives. The team provided additional support for the upcoming proposal for LWTech’s building following the Center for Design.

☒ Ensure the College is prepared for retraining demands post-COVID
   Support of retraining demands post-COVID is summarized under Goal 2: Evaluate and support resource development initiatives.

☒ Evaluate and approve policies that support diverse faculty and staff recruitment, development and retention
The team is rebuilding data dashboards and creating new tools for the HR department to use in recruitment and retention. Team members serve on the Staff & Faculty Onboarding and Retention subcommittee of EDIC.

**Use data to assess the effectiveness of policies**
The Research & Grants team supports this work through dashboard development and assessment. The team developed a new SharePoint site for viewing dashboards to create a “single-sign on feel” for access campus data. The team is working collaboratively with departments across campus to develop/re-build data dashboards.

**Support the college in the implementation of LionsLink**
The team continues to support campus data needs and queries following the LionsLink (ctcLink) launch last year. The team implemented a helpdesk ticket system in collaboration with IT to track data and query requests; this system will help triage and prioritize requests for new dashboards as well. The team supports query modification and development alongside IT and works alongside the ctcLink Application Services team to support trainings. In Fall 2022, the team supported query requests from: Instruction, International Studies, High School Programs, Nursing Student Programs, Student Services, TRIO, Advising, Financial Aid, Finance, Student Programs and Enrollment Services among others.

**Board Goal 2: Evaluate and support resource development initiatives.**

- **Support LWTech Foundation efforts to increase revenues available for scholarships, programs, faculty and staff professional development, and college support**
  The team is working to build data dashboard for Foundation use in tracking scholarship recipient data. The team is planning to present at the Foundation retreat in January 2023.

- **Support opportunities for public-private partnerships that contribute to scholarships, programs, and faculty and staff professional development**
  Grant work necessitates public-private partnerships and work related to this goal is summarized below.

- **Support college efforts to participate in grant programs that benefit scholarships, programs, and faculty and staff professional development**
  Programs for 2022-23 include the following:

  **Strada Education Network – Community College Challenge**
  With Green River College, Mentors in Tech, Washington Technology Industry Association and Computing for all, LWTech is a partner on a project to guide and support more students into successful technology careers. This project is one of eleven projects funded across the country and will create an employer-guided capstone course for students in the software development program and related applied science degrees. The colleges will offer a capstone course in which students pitch solutions for projects with local technology employers; employers will evaluate pitches, select teams, and provide stipends for student work; and Mentors in Tech will coordinate relationships with employers and provide guidance to student teams.

  **National Science Foundation (NSF):** LWTech launched a new grant to expand Open Educational Resources (OER) in Electronics Technology and Welding in 2021-22 (ATE 2100136) with $365,000 in funding from NSF; the team supported reporting on this grant over the summer. LWTech is finishing a final report for an Advanced Technical Education (ATE) Coordination Network called AppConnect NW that brought together applied baccalaureate
faculty in computer science (DUE 1700629 funded at $866,882); the consortium is pursuing additional funding to continue this work for an additional four years and submitted a request for over $9M in Summer 2022.

Institutional Resilience and Expanded Postsecondary Opportunity Grants Program (IREPO): LWTech – in a collaboration with the four other technical colleges in WA – received $2.7M in August 2021 to support financial aid and remote education in technical education programs. Positions supported by this program include the following: an Instructional Designer; an eLearning Coordinator; and, support in Marketing and IT. Partner colleges include: Bates, Bellingham, Clover Park, and Renton. LWTech recently completed hiring the Instructional Designer and eLearning Coordinator and is facilitating an annual Covid-19 student impact survey and resulting analyses.

Elementary and Secondary School Emergency Relief (ESSER) Funds for Dual Enrollments LWTech received $1,000,000 in American Rescue Plan Elementary and Secondary School Emergency Relief (ESSER) funds to support Running Start and dual enrollment students. Funds will be used for student fees and supplies, staff time, outreach materials, and coursework development in 2022-23.

Higher Education Emergency Relief Fund
The team supported applications for funding developed under the ‘Coronavirus Aid, Relief, and Economic Security’ Act (CARES); Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA); and, the American Rescue Plan Act (ARP Act) passed by Congress. Total allocations in institutional funding to the college across all three funding acts totals nearly $10M. The team will continue to support reporting related to these funds including quarterly and annual reporting. Information on LWTech’s work with these funds can be found at the LWTech HEERF Site. Annual and quarterly reporting is ongoing with a quarterly report posted on January 10.

Mental Health Counseling and Services Pilot Program Grant
This grant will continue in 2022-23 and will provide $250,000 over the next two years and will primarily pay for the faculty counselor’s salary, CARE team training, and another round of the Healthy Minds Survey. This will allow us to use the funds allocated for counseling for other urgent needs like another navigator in the advising office. The department also worked with the MHCSPP grant leads to develop a data tracking and assessment system for both grant reporting and ongoing counseling program assessment and the Student Services team recently completed the fall report on the grant.

Early Learning Center
In collaboration with Congresswoman DelBene, LWTech received $1,000,000 in Community Project Funding to support the improvements to the childcare center. The team also supported a successful application for $1,000,000 to the Washington State Department of Commerce’s Early Learning Facilities (ELF) grant program. The team supported the successful receipt of $2,000,000 in funding for the new center.

Dental Programs Funding
The team supports an application from the SBCTC and received $150,000 in grant funding. With additional college funds and $800,000 from Delta Dental, Instruction will support new training pathways, including evening programs, and fund renovations in the dental clinic.
Strengthening Community Colleges (SCC) Application
LWTech led a collaborative Strengthening Community Colleges (SCC) to the Department of Labor (DOL) in collaboration with nine other community colleges and other partners, including the State Board for Community and Technical Colleges (SBCTC) and the Washington Technology Industry Association (WTIA). If funded, the consortium will receive $5,000,000 in funding to support the computer science/information technology pathway at each college. The grant will fund curriculum development, mentoring for students, and collaboration with industry.

Board Goal 3: Build community connections for the College.

☒ Key conferences and events
The team attended the Grant Developers meeting in December and hosted the quarterly IREPO grant meeting.

☒ Actively participate and engage in community activities
The team is providing one-on-one sessions on data access and Tableau data dashboards.

Other Departmental Activities/Highlights

Team members are active participants in the Applied Research Committee and support planning and preparation work for the Annual Applied Research Symposium in May 2023.
Item 1129
2022-1-9


Sponsor
Dr. Ruby Hayden, Vice President of Student Services

Situation
The Board of Trustees reviews college policies annually according to its policy review calendar to ensure that policies are accurate and reflect governance strategy.

As part of this process, the college reviews policies through its internal structure to make recommendations regarding:

- Accuracy of information
- Removal of procedures from policy where appropriate
- Edits to improve clarity and ease of understanding

Pursuant to this process, revisions were proposed to Chapter 5, including:
- Bringing Student Conduct Code policy language into compliance with the recently passed House Bill 1751 “Sam's Law” regarding Anti-Hazing Compliance.

These proposed revisions were reviewed by the Policy Review Committee and Executive Cabinet.

Recommendation: That the Board of Trustees vote to approve the changes to the Student Conduct Code (Chapter 5) to implement state law anti-hazing requirements as an emergency rule change effective upon filing with the code reviser.
I. 5.P.47 Student Conduct Code—Jurisdiction (WAC 495D-121-320)

A. Policy

1. The student conduct code shall apply to student conduct that occurs:
   a. On college premises.
   b. At or in connection with college sponsored activities.
   c. Off-campus when, in the judgment of the college, it adversely affects the college community or the pursuit of its objectives.

2. Jurisdiction extends to, but is not limited to, locations in which students engage in official college activities including, but not limited to:

3. Foreign or domestic travel
   a. Activities funded by the associated students
   b. Athletic events
   c. Training internships
   d. Cooperative and distance education
   e. Online education
   f. Practicums
   g. Supervised work experiences
   h. Any other college-sanctioned social or club activities
   i. Students are responsible for their conduct from the time of application for admission through the actual receipt of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment.

4. These standards shall apply to a student’s conduct even if the student withdraws from college while a disciplinary matter is pending.

4.5. The college has sole discretion, on a case by case basis, to determine whether the student conduct code will be applied to conduct to students or student groups that occurs off-campus.

B. Procedures, Forms, and Documents

No applicable procedures, forms, and documents available.
II. 5.P.49 Student Conduct Code—Definitions (WAC 495D-121-330)

A. Policy

The following definitions apply for purpose of this student conduct code:

1. "Business day" means a weekday, excluding weekends and official college holidays.
2. "College premises" shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property the college owns, uses, or controls.
3. “Complainant” means an alleged victim of sexual misconduct.
4. "Conduct review officer" means the vice-president of student services or other college administrator the president designates to have responsibility to receive and review or refer appeals of student disciplinary actions consistent with the procedures of this code. The president can reassign any and all of the conduct review officer's duties or responsibilities as set forth in this chapter as reasonably necessary.
5. "Disciplinary action" means the process by which the student conduct officer imposes discipline against a student for a violation of the student conduct code.
6. "Disciplinary appeal" means the process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. The student conduct committee hears disciplinary appeals for a suspension in excess of ten (10) instructional days or a dismissal. The college will review appeals of all other appealable disciplinary action through brief adjudicative proceedings.
7. "Filing" means the process by which a document is officially delivered to a college official responsible to facilitate a disciplinary review. Unless otherwise provided, filing shall be accomplished by:
   a. Hand delivery of the document to the specified college official or college official's assistant; or
   b. Sending the document by e-mail or first-class mail to the specified college official's office and college e-mail address.
   Papers required for filing are considered filed when the specified college official actually receives the papers during office hours.
8. “Hazing” means any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending a public institution of higher education in this state, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. “Hazing” does not include customary athletic events or other similar contests or competitions.”
9. "President" means the president of the college. The president is authorized to:
   a. Delegate any of their responsibilities as set forth in this chapter as may be reasonably necessary; and
   b. Reassign any and all duties and responsibilities as set forth in this chapter as may be reasonably necessary.
10. "Respondent" means the student against whom the college initiates disciplinary action.
11. "Service" means the process by which a document is officially delivered to a party. Unless otherwise provided, service upon a party shall be accomplished by:
   a. Hand delivery of the document to the party; or
b. Sending the document by e-mail or by certified mail or first class mail to the party's last known address.

Service is deemed complete upon hand delivery of the document or upon the date the document is e-mailed and deposited in the mail.

12. “Sexual misconduct” has the meaning ascribed to this term in WAC 495D-121-590(18).

13. "Student" includes all persons who take classes at or through the college, whether on a full-time or part-time basis, and whether such classes are credit courses, noncredit courses, online courses, or otherwise. People who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who were notified of their acceptance for admission are considered students for purposes of this chapter.

14. “Student conduct committee” means a college committee as described in WAC 495D-121-400.

15. "Student conduct officer" means a college administrator to whom the president or vice-president of student services designates responsibility to implement and enforce the student conduct code. The president or vice-president can reassign any and all of the student conduct officer's duties or responsibilities as set forth in this chapter as reasonably necessary.

16. “Student Group” is a student organization, athletic or intramural team, or living group, including, but not limited to, student clubs and organizations, members of a class or student cohort, student performance groups, and student living groups within student housing.

17. “Title IX Coordinator” means a college administrator to whom the president designates responsibility to implement and enforce the guidelines of federal Title IX legislation.

B. Procedures, Forms, and Documents

• WAC 495D-121-400
III. 5.P.93 Student Conduct Code—Hazing Prohibited (WAC 495D-121-550)

A. Policy

1. The college strictly bans hazing.

2. Hazing: any method of initiation into a student organization or living group or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person who attends any institution of higher education or post-secondary institution.

3. Penalties.
   
   A. Any student organization, association or club that knowingly permits hazing is:
      
      i. Liable for harm caused to people or property that result from hazing.
      
      ii. Denied recognition by the college as an official organization, association, or club on campus. If the organization, association, or club is a corporation (for profit or non-profit), the college may hold individual directors of the corporation individually liable for damages.
   
   B. A person who takes part in hazing another gives up any entitlement to state-funded grants, scholarships, or awards for a period of one year.
   
   C. Forfeiture of state-funded grants, scholarships, or awards may include permanent forfeiture, based upon the seriousness of the violations.
   
   D. The student conduct code may apply to hazing violations.
   
   E. Hazing violations are also misdemeanors punishable under state criminal law according to RCW 9A.20.021.

4. Sanctions for Impermissible Conduct not amounting to Hazing.

   A. Impermissible conduct associated with initiation into a student organization or club or any pastime or amusement engaged in, with respect to the organization or club, will not be tolerated.

   B. Impermissible conduct, which does not amount to hazing, may include conduct that causes embarrassment, sleep deprivation or personal humiliation, or may include ridicule or unprotected speech amounting to verbal abuse.

   C. Impermissible conduct not amounting to hazing is subject to any sanctions available under the student conduct code, depending upon the seriousness of the violation.

B. Procedures, Forms, and Documents

RCW 9A.20.021
5.P.99 Student Conduct Code – Prohibited Student Conduct (WAC 495D-121-590)

Policy

The college may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages, or assists another person to commit, an act(s) of misconduct, which include, but are not limited to the following:

1. Academic Dishonesty: Any act of academic dishonesty, including but not limited to cheating, plagiarism, and fabrication.
   A. Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
   B. Plagiarism includes taking and using as one’s own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
   C. Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.
   D. Academic consequences for academic dishonesty or abetting in academic dishonesty may be imposed at the discretion of a faculty member up to and including a failing grade for the course. Students should refer to each of their faculty's course syllabus. Further academic consequences may follow consistent with the provisions in any program handbook. Incidents of academic dishonesty may also be referred to the Student Conduct Officer for disciplinary action consistent with this chapter in addition to the academic consequences identified above.

2. Other Dishonesty: Any other acts of dishonesty. Such acts include, but are not limited to:
   A. Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;
   B. Tampering with an election conducted by or for college students; or
   C. Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee.

3. Obstructive or Disruptive Conduct: Conduct, not otherwise protected by law, that interferes with, impedes, or otherwise unreasonably hinders:
   A. Any instruction, research, administration, disciplinary proceeding, or other college activity;
   B. The free flow of pedestrian or vehicular movement on college property or at a college activity;
   C. Any student’s ability to profit from the instructional program; or
   D. Any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.

4. Assault, Intimidation, and/or Harassment: Unwanted touching, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person’s property. For purposes of this code, “bullying” is defined as repeated or aggressive unwanted behavior, not otherwise protected by law that intentionally humiliates, harms, or intimidates the victim.

5. Imminent Danger: Where the student presents an imminent danger to college property, or to themselves, or other students or persons in college facilities on or off campus, or to the education processes of the college.
6. Cyber Misconduct: Cyber-stalking, cyber-bullying or online harassment. Use of electronic communications, including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another’s email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another’s email identity, non-consensual recording of sexual activity, and non-consensual distribution of a recording of sexual activity.

7. Property Violation: Damage to, misappropriation of, unauthorized use or possession of, vandalism, or other non-accidental damaging or destruction of college property or the property of another person. Property for purposes of this subsection includes computer passwords, access codes, identification cards, personal financial account numbers, other confidential personal information, intellectual property, and college trademarks.

8. Noncompliance: Failure to comply with:
   A. The direction of a college officer or employee who is acting in the legitimate performance of their duties, including failure to properly identify oneself to such a person when requested to do so;
   B. A college rule or policy as set forth in the Lake Washington Institute of Technology Policies and Procedures Manual which may be found in the library or online.

9. Weapons: Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, martial arts weapons, explosive device, dangerous chemicals, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:
   A. Commissioned law enforcement personnel or legally-authorized military personnel while in performance of their duties; or
   B. A student with a valid concealed weapons permit may store a firearm in their vehicle parked on campus in accordance with RCW 9.41.050, provided the vehicle is locked and the weapon is concealed from view; or
   C. The president or designee may authorize possession of a weapon on campus upon a showing that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in advance to bringing weapons to the college, in writing, and shall be subject to such terms or conditions incorporated therein.

10. Hazing: Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.

11. Hazing
   A. Hazing is any act committed as part of
      i. a person's recruitment, initiation, pledging, admission into, or affiliation with a student group, or
      ii. any pastime or amusement engaged in with respect to such a student group;
      iii. that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student.
   B. Examples of hazing include, but are not limited to:
      i. Causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm;
      ii. Humiliation by ritual act;
iii. Striking another person with an object or body part;
iv. Causing someone to experience excessive fatigue, or physical and/or psychological shock; or
v. Causing someone to engage in degrading or humiliating games or activities that create a risk of serious psychological, emotional, and/or physical harm.

C. “Hazing” does not include customary athletic events or other similar contests or competitions.

D. Consent is not a valid defense against hazing.

12.11. Tobacco, Electronic Cigarettes, and Related Products: The use of tobacco, electronic cigarettes, and related products in any building owned, leased, or operated by the college or in any location where such use is prohibited, including twenty-five (25) feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. “Related products” include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, and snuff.

13.12. Alcohol: Being observably under the influence of any alcoholic beverage, or otherwise using, possessing, selling, or delivering any alcoholic beverage, except as permitted by law and authorized by the college president.

14.13. Marijuana: The use, possession, delivery, sale, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

15.14. Drugs: The use, possession, delivery, sale, or being observably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in RCW 69.41, or any other controlled substance under RCW 69.50, except as prescribed for a student’s use by a licensed practitioner. Being observably under the influence of any lawfully prescribed drug when enrolled in classes that require operation of heavy equipment or other dangerous equipment.

16.15. Disorderly Conduct: Conduct which is disorderly, lewd, obscene, or a breach of peace on college premises or at college sponsored activities that is not otherwise protected under the law.

17.16. Discriminatory Conduct: Conduct which harms or adversely affects any member of the college community because of her/his race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; sexual orientation; gender identity; veteran’s status; or any other legally protected classification.

18.17. Sexual Misconduct. The term “sexual misconduct” includes sexual harassment, sexual intimidation, and sexual violence. Sexual harassment prohibited by Title IX is defined in the Supplemental Procedures to this Code. See WAC 495D-121-680 (Supplemental Title IX Student Conduct Procedures).

A. Sexual Harassment. The term “sexual harassment” means unwelcome sexual or gender based conduct, including unwelcome sexual advances, requests for sexual favors, quid pro quo harassment, and other verbal, nonverbal, or physical conduct of a sexual or a gendered nature that is sufficiently severe, persistent, or pervasive as to:
   i. deny or limit the ability of a student to participate in or benefit from the college’s educational program;
   ii. alter the terms or conditions of employment for a college employee(s); and/or
   iii. create an intimidating, hostile, or offensive environment for other campus community members.
B. Sexual Intimidation. The term “sexual intimidation” incorporates the definition of “sexual harassment” and means threatening or emotionally distressing conduct based on sex, including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.

C. Sexual Violence. “Sexual Violence” is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

D. Nonconsensual sexual intercourse. Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without Consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

E. Nonconsensual sexual contact. Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without Consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

F. Incest. Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren, and adopted children under the age of eighteen (18).

G. Statutory Rape. Consensual intercourse between a person who is eighteen (18) years of age or older, and a person who is under the age of sixteen (16).

H. Domestic violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of State of Washington, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of Washington, RCW 26.50.010.

I. Dating violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person
   i. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
   ii. where the existence of such a relationship shall be determined based on a consideration of the following factors:
      1. The length of the relationship;
      2. The type of relationship; and
      3. The frequency of interaction between the persons involved in the relationship

J. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
   i. fear for their safety or the safety of others; or
   ii. suffer substantial emotional distress.

K. For purposes of this code, “consent” means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual
intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct

19.18. Harassment: Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person’s protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college’s educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person’s race; color; national origin; sensory, mental, or physical disability; age; religion; creed; genetic information; sexual orientation; gender identity; veteran’s status; or any other legally protected classification. See “Sexual Misconduct” for the definition of “sexual harassment.” Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic communications.

20.19. Retaliation: Harming, threatening, intimidating, coercing, or taking adverse action of any kind against a person because such person reported an alleged violation of this code or college policy, provided information about an alleged violation, or participated as a witness or in any other capacity in a college investigation or disciplinary proceeding.

21.20. Misuse of Information Resources: Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes but is not limited to:
   A. Unauthorized use of such resources or opening of a file, message, or other item.
   B. Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item.
   C. Unauthorized use or distribution of someone else’s password or other identification.
   D. Use of such time or resources to interfere with someone else’s work.
   E. Use of such time or resources to send, display, or print an obscene or abusive message, text, or image.
   F. Use of such time or resources to interfere with normal operation of the college’s computing system or other electronic information resources.
   G. Use of such time or resources in violation of applicable copyright or other law.
   H. Adding to or otherwise altering the infrastructure of the college’s electronic information resources without authorization.
   I. Failure to comply with the college’s acceptable use policy.

22.21. Breach of Campus Safety: Safety violation includes any non-accidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community. Breaching campus safety or security, includes but is not limited to:
   A. Unauthorized access to college facilities; intentionally damaging door locks; unauthorized possession of college keys or access cards; duplicating college keys or access cards; propping open of exterior doors; or unauthorized entry onto or into college property.
   B. Tampering with fire safety equipment such as fire extinguishers, smoke detectors, alarm pull stations or emergency exits or triggering false alarms or other emergency response systems.
C. Placement of equipment or vehicles including bicycles so as to obstruct the means of access to/from college buildings.
D. Entering or remaining in any closed college facility or entering after the closing time of the college facility without permission of a college official.
E. Operation of any motor vehicle on college property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person.

23.22. Abuse of Procedures: Abuse or misuse of any of the procedures relating to student complaints or misconduct, including but not limited to:
   A. Failure to obey a subpoena.
   B. Falsification or misrepresentation of information.
   C. Disruption, or interference with the orderly conduct of a proceeding.
   D. Interfering with someone else's proper participation in a proceeding.
   E. Destroying or altering potential evidence, or attempting to intimidate or otherwise improperly pressure a witness or potential witness.
   F. Attempting to influence the impartiality of, or harassing or intimidating, a student conduct committee member.
   G. Failure to comply with any disciplinary sanction(s) imposed under this student conduct code.

24.23. Violation of Other Laws of Policies: Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college traffic and parking rules.

25.24. Ethical Violation: The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.

In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The college reserves the right to pursue student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

Procedures, Forms, and Documents
RCW 28B.10.571
RCW 28B.10.572
NEW SECTION - WAC 495D-121-605 Hazing Prohibited, Sanctions

1. Hazing by a student or a student group is prohibited pursuant to WAC 495-121-590 (10).

2. No student may conspire to engage in hazing or participate in hazing of another. State law provides that hazing is a criminal offense, punishable as a misdemeanor.

3. Washington state law provides that:
   A. Any Student Group that knowingly permits hazing is strictly liable for harm caused to persons or property resulting from hazing. If the organization, association, or student living group is a corporation whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.
   B. Any person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the college.
   C. Student groups that knowingly permits hazing to be conducted by its members or by others subject to its direction or control shall be deprived of any official recognition or approval granted by the college.
   D. Student groups found responsible for violating the code of student conduct, college anti-hazing policies, or state or federal laws relating to hazing or offenses related to alcohol, drugs, sexual assault, or physical assault will be disclosed in a public report issued by the college setting forth the name of the student group, the date the investigation began, the date the investigation ended, a finding of responsibility, a description of the incident(s) giving rise to the finding, and the details of the sanction(s) imposed.
WHEREAS, Lake Washington Institute of Technology offers students the opportunity to pursue their career and educational goals to create a rewarding future for themselves and their families; and,

WHEREAS, education not only gives students the opportunity to achieve their goals but also allows them to learn more about their personal gifts, innate strength, and ability to persevere, succeed, and transform their lives; and,

WHEREAS, LuLu Yao was proudly and unanimously nominated by the Lake Washington Institute of Technology Board of Trustees as the 2023 LWTech nominee for the Washington Association of College Trustees’ Transforming Lives Award; and,

WHEREAS, LuLu Yao is being recognized as the Lake Washington Institute of Technology Transforming Lives Award recipient for her success in transforming her life through education at Lake Washington Institute of Technology; and,

WHEREAS, LuLu Yao will be recognized at the Washington Association of College Trustees’ Transforming Lives Award ceremony in January 2023; and,

WHEREAS, LuLu’s success symbolizes the accomplishments of all students at Lake Washington Institute of Technology, many of whom, like LuLu, have overcome difficult situations to attain their educational goals; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees commends LuLu Yao on her perseverance, strength, courage, and hope, and dedication to her educational goals.

ADOPTED by the Board of Trustees at a regular meeting on January 9, 2023.

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
DISTRICT 26 BOARD OF TRUSTEES

Laura Wildfong, Chair

John Suk, Vice-Chair

Anne Hamilton, Trustee

Bob Malte, Trustee

Randy Scott, Trustee

Attest: Dr. Amy M. Morrison, President
Item 1131
2023-1-12

Parking Space Rental

Sponsor
Bruce Riveland, Vice President of Administrative Services

Situation
The Board of Trustees reviews college lease agreements consistent with its role of providing oversight of the use of college assets. This happens after the review of the AAG as to form of the lease, and concurrent with the State Board of Community and Technical Colleges (SBCTC) review and approval process in their oversight of college assets to ensure they are used consistent with State regulations.

Fairfield Residential has asked the college to rent 30-60 parking spaces a month during the construction of their housing project at the bottom of the hill where NE 120th street crosses Slater Ave NE.

The proposed parking rate is $160 per space per month during weekdays. This rate matches current market rate for uncovered parking in the area. This will result in an additional $4800 - $9600 per month in income for the college.

The proposed lease was approved by the AAG as to form and is expected to be approved by the Executive Director of the SBCTC on or around January 3rd.

Recommendation: That the Board of Trustees vote to approve the parking lot lease.